Sample Pearson BTEC Set Assignment Brief

Single Part Assessment

Unit: Cost Control for Supervisors

For use with:

Pearson International BTEC Level 3 qualifications in Hospitality

Certificate / Subsidiary Diploma / Foundation Diploma / Diploma / Extended Diploma (Unit 5)

Pearson International BTEC Level 3 Extended Diploma in Business and Hospitality

(Unit 20)

Time allowed for monitor preparation	9 hours

For completion by the centre

Qualification (select as appropriate)	Hospitality / Business and Hospitality Certificate / Extended Certificate / Foundation Diploma / Diploma /Extended Diploma
Assessment date	

Pearson BTEC

Instructions to Teachers/Tutors and/or Invigilators

The Pearson Set Assignment will be assessed internally by the centre using the unit assessment criteria given in the qualification specification. The Set Assignment will be sampled by the Standards Verifier as part of the standards verification annual centre visit.

Conditions of supervision

The Pearson Set Assignment should be carried out under supervised conditions. Weadvise that the Set Assignment be taken in more than one supervised session that total 9 hours.

The Set Assignment should not be shared with learners before the supervised sessionsarranged by the centre. Teachers/tutors and invigilators should note that they are responsible for maintaining security of the work produced.

Outcomes for Submission

Learners may submit handwritten or word-processed evidence. Learners must savetheir work regularly and ensure that all materials can be identified as their work.

Learners must submit their own, independent work as detailed in the set assignment. Each learner must complete an authentication sheet.

Instructions to Learners

Read the Set Assignment Brief carefully.

You will be given 9 hours supervised time in total. It is suggested that 6 hours areused to complete Activity 1 and 3 hours are used to complete Activities 2,3 and 4.

Your tutor will advise you of the scheduled sessions for this work.

You must work independently and must not share your work with other learners.Your teacher cannot give you feedback during the preparation period.

Your notes will be checked and retained by your centre until the Set Assignment is complete. You will need to submit your notes along with the work completed and an authentication sheet declaring the work is your own.

Outcomes for Submission

You will need to submit one task booklet which includes the following activities:

Activity 1A: Menu costing and pricing

Activity 1B: Calculation of the overall cost of hosting each afternoon tea party, calculation of how many afternoon teas to be charged in order to break-even.

Activity 2: Explanation of how financial information is used in the operation of hospitality businesses, using the profit and loss account to determine the performance of the Lake Hotel.

At all times you must work independently and must not share your work with other learners. You must complete an authentication sheet and submit this along with yourtask booklet.

Set Assignment Brief

You are a junior food and beverage supervisor in a large hotel. Your hotel has a large group of 40 guests arriving in a week from the UK. This is a very important event as it is the first group booking the hotel has had from a new tour operator. If the stay is successful, the tour operator would like your hotel to accommodate a large party of guests every two weeks.

The group leader has asked if your hotel can arrange a traditional afternoon tea for the guests when they arrive. The group leader has sent a list of instructions and the menu that they wish you to provide.

Your manager has asked you to view these instructions and complete the tasks set.

Activity 1A
• Use the recipes to find suitable suppliers for the raw ingredients. Record where you will source the goods, and what made you choose a particular supplier. • Find cost price for each of the ingredients. • Once you have the process for the raw ingredients use the costing sheets to cost each dish. • Apply a suitable Gross Profit margin to the final costing sheet to arrive at a selling price for the menu.
Afternoon Tea Menu **Finger sandwiches** Coronation chicken on white bread Egg and mayonnaise on brown bread Cucumber and prawn with lemon mayonnaise on wholemeal bread **Plain scones** Clotted cream, strawberry jam **Pasties and cakes** Orange and coriander drizzle cake Gingered rich fruit cake Eclairs **Tea**

Recipes

Coronation chicken	Egg and cress
Makes 2 sandwiches 3 tbsp fat-free Greek yogurt 1 tbsp mild curry powder 4 dried apricots, chopped small bunch coriander, chopped juice 1 lime 100g cooked chicken, chopped 4 slices white bread	Makes 2 sandwiches 4 eggs 2 chopped spring onions 2-3 tbsp crème fraîche cress 4 slices brown bread

Cucumber and prawn in lemon mayonnaise	Plain scones
Makes 2 sandwiches 1/2 cucumber, thinly sliced 4 tbsp mayonnaise zest of 1 lemon 6 large cooked prawns, chopped 4 slices whole meal bread	Recipe makes 8 scones 350g self-raising flour, 1/4 tsp salt 1 tsp baking powder 85g butter, cut into cubes 3 tbsp caster sugar 175ml milk 1 tsp vanilla extract squeeze lemon juice beaten egg Jam and clotted cream, to serve

Orange and coriander drizzle cake	Gingered rich fruit cake
Recipe makes 1 cake / 12 slices 1 large orange 175g golden caster sugar 2 tbsp coriander seeds 50g polenta 175g butter, softened 150g self-raising flour 1 tsp baking powder 3 eggs **For the decoration** 1 orange 50g golden caster sugar 100g icing sugar	Makes 1 cake/ 12 slices 100g each dried currant, sultanas and raisins 225g each semi-dried fig and prunes, roughly chopped 200g crystallised ginger 100g stem ginger chopped 2 tbsp stem ginger syrup 4 tbsp Cointreau 1 tsp each ground ginger and mixed spice zest 2 lemons 150ml olive oil 175g light muscovado sugar 4 eggs 225g flour 1 tsp baking powder

Eclairs	Tea
Recipe makes 20 eclairs **For the choux pastry** 170g lightly salted butter, chopped into small cubes 200g plain flour 5 medium eggs, beaten **For the crème pâtissière** 300ml milk 150ml double cream 3 egg yolks 50g white caster sugar 3 tbsp cornflour	Research teas available and select two choices

Supplier Information

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Costing Sheet

Item

Portion 40

Ingredient	Unit price	Qty	Total
		Total	

Menu Costing Sheet

Dish	Unit price	Qty	Total
		Total	
		% GP	
		Selling price	

Additional costs for hosting afternoon tea parties

ACTIVITY 1B

Additional costs for hosting afternoon tea parties

Item	Cost per event
Marquee hire	$50
Utilities	$10
Staffing	$30
Crockery hire	$20

i. Using the costs from Activity 1A, and the information in the table above, calculate the overall cost of hosting each afternoon tea party.

ii. Calculate how many afternoon teas need to be charged in order to break-even.

This activity covers learning aims A and B

A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, A.D1, B.D2

ACTIVITY 2
a) Explain how financial information is used in the operation of hospitality businesses. b) Use the profit and loss account to determine the performance of the Lake Hotel.
This activity covers learning aim C C.P5, C.P6, C.M3, C.D2

The Lake Hotel					
	2019	**%**	**Variances %**	**2018**	**%**
Sales	**000's**			**000's**	
Rooms	980.4	67.60	13.81	861.4	65.7
Food	350	24.13		334.6	25.55
Beverage	120	8.27		115.0	8.75
Total sales	**1,450.4**	**100**		**1,311.0**	**100**
Gross profit					
Rooms	980.4	100	13.81	861.4	100
Food	*	70		217.5	65
Beverage	84.0	*		74.8	65
Total gross profit	**1,309.4**			**1,153.7**	
Labour costs	400.0	*	*	370.0	28.22
Variable costs	240.0	16.54	9	220.0	
Fixed costs (Inc. Head Office charge)	160.0	11.03	7.33	150.0	
Total costs	800.0	55.15	8.1	740.0	
Operating Profit	509.4	35.12	23.13	413.7	
Room Occupancy%		67			68
Average room rateachieved	67.00			58.00	
Average sleepersper room	1.4			1.4	
Restaurant covers	18,000			19,500	
Food average spend	*			17.61	
Beverage averagespend	*			5.89	